

## Admissions process for applicants in the Czech Republic or in countries nearby

1. Send the on-line application form
  - Students who do not need a visa are welcome to send the application form any time before the end of August.
  - Students who need a visa must send the application form before the end of June !
2. Pay the admission fee 500 Czech Crowns or the equivalent (bank information can be found on your on-line application form)
3. Send a scan of the English test results certificate (TOEFL, IELTS, FCE, CAE) or arrange a date for the English admission test
  - Minimum test scores are as follows:
    - IELTS - 6 or higher (all parts)
    - TOEFL iBT – 65 or higher
    - TOEFL cBT – 183 or higher
    - FCE – grade B or higher
    - CAE – Pass
4. Pay the **tuition fee** for one semester - 39,500 Czech crowns (approximately **EUR 1,600/semester**, depending on the actual exchange rate)
5. Once all administrative documents and payments mentioned are received and approved by IHM, a confirmation of admission to study will be issued and given to you (this document is required to obtain the study visa)
6. Please come to the Czech Republic at least one month before classes officially begin!
7. IHM will review all the original documents during registration.
8. Czech and Slovak students are requested to submit a certified copy of their secondary school diploma in order to close the study contract.
9. Students from other countries are requested to submit the official validation of their secondary school diploma before the end of 1<sup>st</sup> semester at the latest. This process could last more than one month and IHM cannot fully accept a student for study without this document!